

TEACHER QUICKSTART

General Passcode:

Username:

My Password:

PC System Requirements

Minimum System Requirements

- Pentium III-based PC
- Windows 98 SE
- 128 MB of RAM
- 100 MB available hard disk space
- Windows Media Player 7.10
- Internet Explorer 6.0, Netscape 7.2, or Mozilla Firefox 1.0

Recommended System Requirements

- Pentium IV-based PC
- Windows XP with SP2
- 512 MB of RAM or greater
- 10 GB available hard disk space or greater
- Windows Media Player 10.0 or later
- Internet Explorer 6.0, Netscape 7.2, or Mozilla Firefox 1.0

Mac System Requirements

Minimum System Requirements

- 300 MHz PowerPC
- OS 10.1
- 128 MB of RAM
- 100 MB available hard disk space
- QuickTime 6.0.2
- Mozilla Firefox 1.0 or Safari 1.2.4

Recommended System Requirements

- 1.8 GHz PowerPC or greater
- OS 10.3.8 or greater
- 512 MB of RAM or greater
- 10 GB available hard disk space or greater
- QuickTime 6.5.2 or later
- Mozilla Firefox 1.0 or Safari 1.2.4 or later

Go to PowerMediaPlus.com

On the left-hand side of the screen, click "New subscribers log in here." Under "New subscriber," enter your general passcode in the box provided and click on "Log in." This passcode was given to you by your administrator. Note that your general passcode is case-sensitive.

Fill out your profile and create your username



and password. Be sure to write down your username and password; you will need them to log in from this point forward. After saving your profile, you will be taken to your digital home page.

Confirm that your administrator has installed these necessary programs: Windows Media Player or QuickTime and Adobe Acrobat.

All systems must have Cookies enabled.

HAVE QUESTIONS?
E-mail CustSupport@clearvue.com
or call 800-324-5280

SEARCHING & BROWSING VIDEO, AUDIO, PODCASTS & MORE

Searching for Media

You can search from your digital home page or on any page of the site using the search box near the top of the screen.

1. By Keyword

- Type your keyword(s) in the box provided.
- Choose "Go" or press "Enter."

NOTE: To locate other media types, use the pull-down menu to search the entire site, video, audio, the image library, print resources, or podcasts.

2. Using the Advanced Search

(found to the right of the keyword box)

- Type your keyword(s) in the box provided.
- Choose a media type: video, audio, image library, print resources, or podcasts (you can choose more than one). Select how you want your results listed by choosing one of the sort results options.
- Select if you would like to see only closed-captioned titles.
- Select if you would like to see only editable titles.

Note: Editable titles can be pulled into a user's software to be manipulated and customized.

- Highlight any subjects you would like to search.
- Select your grade level(s).
- Choose "Search."



Browsing Media

You can browse from your digital home page or on any page of the site using the "Browse" links on the left side of your screen.

1. By Subject

- Click on "Subjects."
- Select your subject area.
Note: To search more than one subject, use the advanced search.
- Select which grade level you want to browse.

2. By Grade Level

- Click on "Grade levels."
- Select which grade level you want to browse. Note: To search more than one level, use the advanced search.
- Select your subject area.

3. By State Correlations

- Click on "State correlations." By default, you will be viewing standards that correspond to your state as well as all national standards.
- Select your state or learning standards.
- Select your subject area.
- Select a standards group.
- Select your grade level.
- Select which objectives you want to browse.

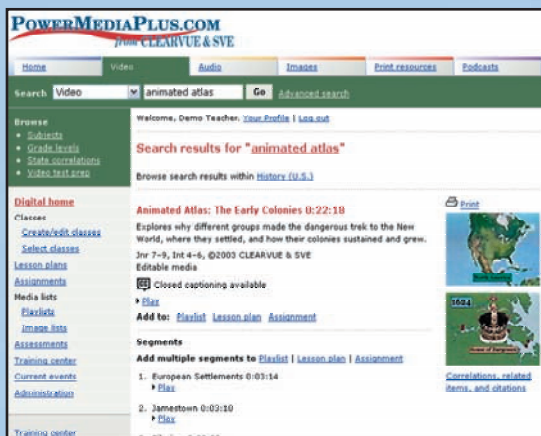
USER TIP! Our state correlations and learning standards are based on information provided by state education and testing facilities. Based on the skills required for state and learning objectives, we have suggested programs that fulfill these necessary requirements. You will also find a correlations link on video program detail pages.

Once you have selected a title, its program detail page will come up. From this page, you can watch the full video, view its segments, and, if allowed, download the content to your computer or a local server.

Viewing Media

1. To access a video, audio, or podcast file, choose "Play" for the full title or the segment of your choice.
2. You will be taken to the media player page. From here, you can explore resources; view state correlations, add media to a playlist, lesson plan or assignment; play any segment of a program; or play the entire program.

While watching video, you can switch to full-screen view by clicking on the full-screen icon to the right of the file playing time. To go back to your media player page from the full-screen view, press the "Esc" key. The full-screen option is only available on PC platforms.



Downloading Media (You must be given this ability by an administrator)

1. To Your Own Computer

- a. Choose "Download to your local computer."
- b. Right-click (Ctrl-click on Mac) on the link stating "Right-click (Ctrl-click on Mac) this link and select Save Target As/Download Link to Disk" and select "Save Target As" ("Download Link to Disk" on Mac) in the pop-up window.
- c. Select the location on your computer where you want to save the file and click on "Save."

2. To a Server

- a. Choose "Server Transfer Details."
- b. Select "Transfer media to" and select the server to which you would like to download your file.
- c. You will see a screen stating your media is in the transfer queue. If you have a choice of more than one server, you can save the program to other servers by choosing to "Transfer media" to other servers.

NOTE: If the program you want is already queued in one server, you do not need to save it to another server unless you will be using the program at more than one building.

Seeing Correlations for a Video

1. Scroll down to the bottom of the program detail page.
2. Select "State correlations."
3. Choose the standards you wish to support from the pull-down menu.
4. You can also access correlations from the media player page using the link below the program description.

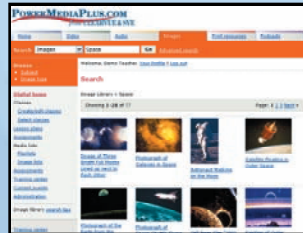
USING THE IMAGE LIBRARY & CREATING & USING CLASSES

Using the Image Library

Access more than 25,000 images that complement all disciplines and curricular areas. These images can be used in PowerPoint presentations, worksheets, and more.

Searching the Image Library

1. Go to the Image Library by clicking on the "Images" tab at the top of the screen.
 2. Type your selected keywords in the box at the top of the screen.
 3. Choose "Go."
- * You can also browse images by subject or image type (clip art, photo object, photos/illustrations)

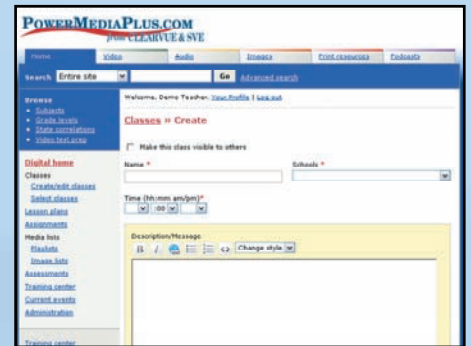


Saving Images

1. Open the image by clicking on its thumbnail or name.
2. To save as a medium-resolution image (for PowerPoint presentations and Web applications):
 - a. Right click (Ctrl-click on Mac) on the image and choose "Save picture as" ("Download Image to Disk" on Mac).
 - b. Select the location on your computer where you want to save the file and click on "Save."
3. To save as a high-resolution image (for printing):
 - a. Click on the link "View/download hi-resolution image."
 - b. Right click (Ctrl-click on Mac) on the image and choose "Save picture as" ("Download Image to Disk" on Mac).
 - c. Select the location on your computer where you want to save the file and click on "Save."

Creating a Class

1. Choose "Create/edit classes" on your digital home page.
2. Select "Create."
3. Fill in the name and time of your particular class (i.e., World Civilization, French I, etc.).
4. Choose whether you would like other teachers and students to see this class by marking the box "Make class visible to others." For example, you can create a class for next term but wait until the term begins to activate that class. You can include instructions for your class in the message box.
5. Click "Save."



Editing/Deleting a Class

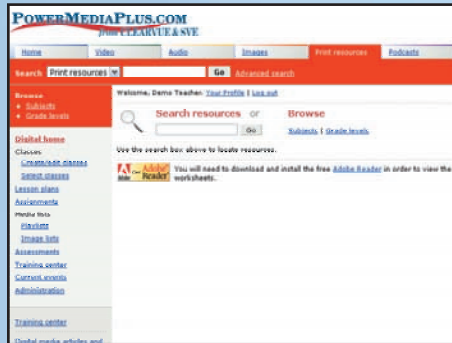
1. To edit a class, choose "Create/edit classes."
2. Click on the yellow pencil icon to the right of the class you would like to edit.
3. Make any necessary changes and choose "Save."
4. To delete a class, choose "Create/edit classes."
5. Click on the red "X" icon to the right of the class you would like to delete and choose "OK" from the pop-up screen.

USER TIP! Classes help you create and manage playlists, lesson plans, assignments and assessments. For example, if you are an English teacher, you may have an English I and English III class. Your English I class may have a Grammar playlist, a Julius Caesar quiz, and a Composition Review lesson plan; while your English III class may have a Medieval Literature Introduction playlist and a Macbeth assignment. The classes organize classroom media and curriculum for both teachers and students.

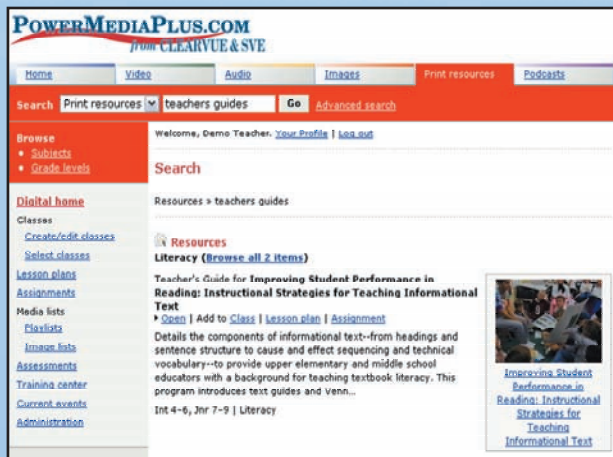
FINDING PRINT RESOURCES & VIDEO TEST PREP

Through the Resources Tab

1. Click on the red "Print resources" tab at the top right of the screen.
2. To search by keyword, type your keyword in the box provided. Choose "Go."
3. To browse by subject, click on "Subjects" under "Browse" (on the left-hand side of your screen). Choose your subject area (to select more than one, use the advanced search). Select your grade level (if a grade level is not listed, there are no resources for that grade level in the subject area).
4. To browse by grade level
 - a. Click on "Grade levels" under "Browse" (on the left-hand side of your screen).
 - b. Choose your grade level (to select more than one, use the advanced search).
 - c. Select your subject area.



Link to more than 5,000 print resources, including teacher's guides, worksheets, and learning objectives.

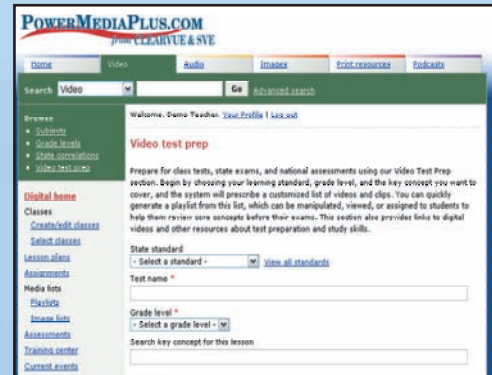


On the Program Detail Page

If a particular title has resources related to it, the resources will be listed toward the bottom of the program detail page (above the "State correlations" and "Related items" links). To view the resource, click on the underlined name of the title.

On the Media Player Page

If a particular title has resources related to it, the resources will be listed underneath the program description to the right of the media player window. To view the resource, click on the underlined name of the title.



Video Test Prep

The video test prep feature helps students prepare for class tests, state exams, and national assessments. By choosing the learning standard, grade level, and the key concept you want to cover, the system will prescribe a customized list of videos and clips. You can quickly generate a playlist from this list, which can be manipulated, viewed, or assigned to students to help them review core concepts before their exams. This section also provides links to digital videos and other resources about test preparation and study skills.

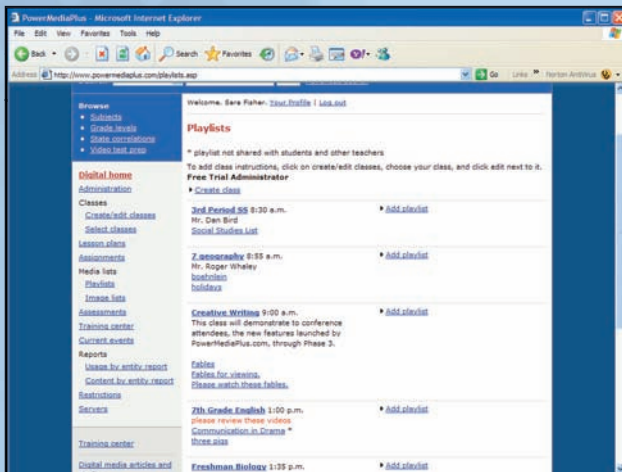
NOTE! We have video programs aligned with over 94 state and national standards and tests!

CREATING & USING MEDIA LISTS

Creating a Playlist

1. Choose "Playlists" on your digital home page.
2. Choose "Add playlist" for the associated class or at the bottom of the screen.
3. Name the playlist in the box provided.
4. If you choose "Share with students," other teachers and students can see the list. If not, only you can see the list.
5. Choose "Save."

*A **playlist** is a title or group of titles that you create for a particular lesson or assignment. These are often linked to classes to help teachers and students identify viewing materials. A playlist can contain audio and video titles.*



After Finding an Applicable Title

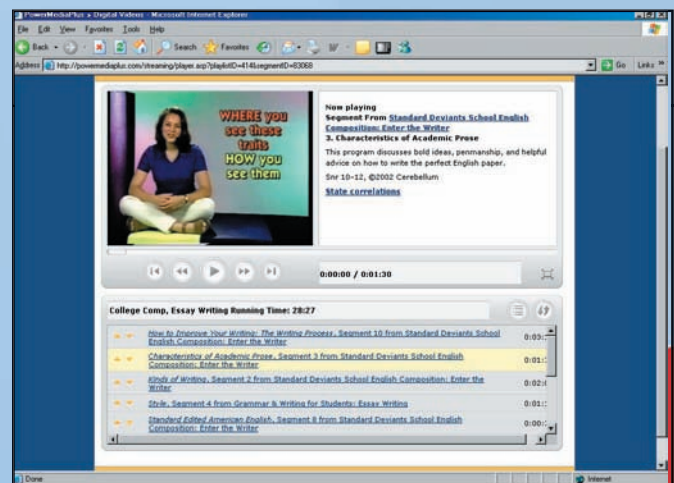
1. On the program detail page, select "Add to playlist." A list of your playlists will come up.
2. Click on "New playlist."
3. Select your class from the pull-down menu, name the playlist in the box provided, and mark whether or not the playlist will be shared.
4. Choose "Save."

Adding to a Playlist

1. On the program detail page, select "Add to playlist."
2. A list of your playlists will come up. Select the list to which you would like to add the title by checking the box next to the playlist name.
3. Choose "Save."

Watching a Playlist

1. Open the playlist.
2. Select "Play" under the title of the playlist.
3. The player will begin with your first selection and continue through your playlist.
4. To return to the playlist detail page, use the first button to the right of the playlist running time that looks like a list.
5. To rearrange your titles, use the second button (with the two arrows) to go to the reorder screen, or use the yellow arrows within the list to move titles up or down one position.
6. An icon designates whether the title is audio or video.



CREATING & USING MEDIA LISTS

Editing/Deleting a Playlist

1. To edit a playlist, choose "Playlists."
2. On the playlists list screen, choose which playlist you'd like to edit.
3. On the playlist detail screen, you have several options below the name of the playlist:
 - a. Play
 - i. Choose "Play."
 - ii. You will be taken to the media player page.
 - b. Rename playlist
 - i. Choose "Rename."
 - ii. Type the new playlist name in the box provided and choose "Rename."
 - c. Copy playlist to a class
 - i. Choose "Copy playlist to a class."
 - ii. Click on the box of the class you'd like to select.
 - iii. Choose "Save."
 - d. Delete
 - i. Choose "Delete."

NOTE: There is no pop-up box warning. If you delete the playlist, it is deleted permanently from your collection.

- e. Reorder playlist
 - i. Choose "Reorder."
 - ii. Highlight the clip or media you'd like to move.
 - iii. Click on the button that describes where you'd like to move the media: gray arrows move titles to the top and bottom of the list; yellow arrows move titles up or down one position.
 - iv. When you're finished reordering the list, choose "Save."
- f. Copy media to another playlist
 - i. Select "Copy media."
 - ii. Mark the box of the media you would like to copy and click on "Next."
 - iii. Mark the box of the playlist to which you want to add the media.
 - iv. Choose "Save."

Creating an Image List

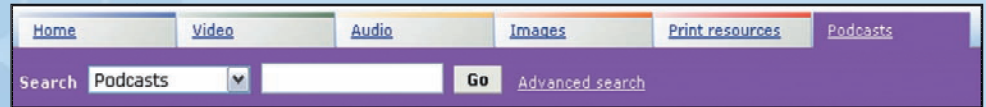
1. Choose "Image lists" on your digital home page.
2. Choose "Create."
3. Enter a name and description for the image list and click "Save."
4. Add an image from the image detail page using the "Add to list" drop-down menu.

USER TIP! Image lists can be added to lesson plans and assignments using the "Add to" links.

Creating & Publishing Podcasts

1. To publish a podcast, select the "Publish a podcast" link on your digital home page.
2. From the new podcast page, specify a title, publish date, and choose the grade levels for your podcast.
3. Next, identify relevant subjects using the checkboxes provided.
4. To upload an image to accompany your podcast, hit the "Browse" button. Using the "Choose file" dialog box, locate your image, highlight it, and select "Open."
5. Once the image's file name and extension appears in the dialog box, click the "Upload" button to process the upload.
6. After describing your podcast in the summary text box, click "Make this podcast active" to activate your creation in the system.
7. To save your podcast description, hit "Save" at the bottom of the page.
8. Upon completion of this save, the system will automatically direct you to your podcasts list page.

A **podcast** is a general term for a group of audio or video files, called episodes, that are distributed over the Internet. A podcast itself is not a media item. Rather, podcasts contain media files, or episodes. New episodes can be added to a podcast either sporadically or at regular intervals, such as daily or weekly.



Podcasts » New podcast

[What is a podcast?](#)

How can I get content for my podcast?
Do an [advanced search](#) and select Editable media.

☐ Make this podcast active

Title * Publish date (MM/DD/YYYY) *

Grade(s) * ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Copyright

Keyword(s)

Podcast image (.jpg, .png)

Subject(s) * ☐ Art ☐ Art History & Culture ☐ Art Appreciation ☐ Art Processes & Design

Creating & Publishing Podcast Episodes

1. To add episodes and media to your creation, begin by clicking the "My podcasts" link.
2. Next, select the podcast title to which you wish to add episodes, and click the "Add episodes" link at the top right of the page.
3. After titling your episode, identifying grade levels, selecting a publication date, and specifying the total running time, complete an episode summary, and upload an associated image and .mp3 or .m4v media file.
4. To finish, click the "Save" button to save your podcast.

NOTE: Podcast episode media files must be in .mp3 format for audio and .m4v for video.

CREATING & USING LESSON PLANS & ASSIGNMENTS

Creating a Lesson Plan

1. Choose "Lesson plans" on your digital home page.
2. Click "Create."
3. Enter fields marked with an asterisk (*).
4. Fill out the appropriate fields to complete your lesson plan.
5. You may add standards to the lesson by choosing the link.
6. Click "Save."

Searching for a Lesson plan

1. Choose "Lesson plans" on your digital home page.
2. Type your keyword(s) in the box provided.
3. Choose "Go" or press "Enter."

Adding Media to Your Lesson Plan

1. Conduct a search for your specific media.
2. When viewing the media detail page, you can add your selected media by clicking "Add to Lesson Plan."
3. From here, select the lesson plan it will reside in.
4. Fill out the appropriate fields to complete your assignment.

Linking a Lesson Plan

1. Choose "Lesson plans."
2. Select a lesson plan title.
3. Pick "Class" from the "Add to" options.
4. Check the class(es) to link to.
5. Click "Save."

Editing/Deleting a Lesson Plan

1. To edit a lesson plan, choose "Lesson plans."
2. Click the pencil icon, left of the lesson plan.
3. Make necessary changes; choose "Save."
4. To delete lesson plans, choose "Lesson plans."
5. Click the red "X" icon, left of the lesson plan(s) to delete; select "OK" from the pop-up screen.

Creating an Assignment

1. Choose "Assignments" on your digital home page.
2. Click "Create".
3. Enter fields marked with an asterisk (*).
4. Fill out keywords, subjects, grade levels, and assignment elements.
5. You may add standards to the assignment by clicking the link.
6. Click "Save."

Searching for an Assignment

1. Choose "Assignment" on your digital home page.
2. Type your keyword(s) in the box provided.
3. Choose "Go" or press "Enter."

Adding Media to Your Assignment

1. Conduct a search for your specific media.
2. When viewing the media detail page, you can add your selected media by clicking "Add to assignment."
3. From here, select the assignment you want it to reside in.

Linking an Assignment

1. Choose "Assignments."
2. Select an assignment title.
3. Pick a link from the "Add to" options.
4. Check the class(es) or lesson plan(s) to link to.
5. Click "Save."

Editing/Deleting an Assignment

1. Choose "Assignments."
2. Click the pencil icon, left of the assignment.
3. Make necessary changes; choose "Save."
4. To delete assignments, choose "Assignments."
5. Click the red "X" icon, left of the assignment(s) to delete; select "OK" from the pop-up screen.

Creating a Quiz

1. Choose "Assessments" on your digital home page.
2. Click "Create."
3. Enter the fields marked with an asterisk (*).
4. Fill out keywords, subjects, and grade levels.
5. Click "Add question," create questions with correct answers, and click "Save."

Searching for Quizzes

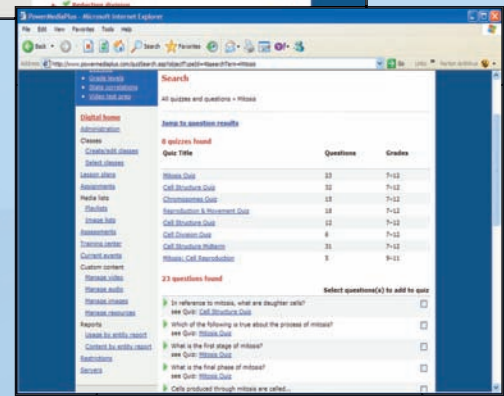
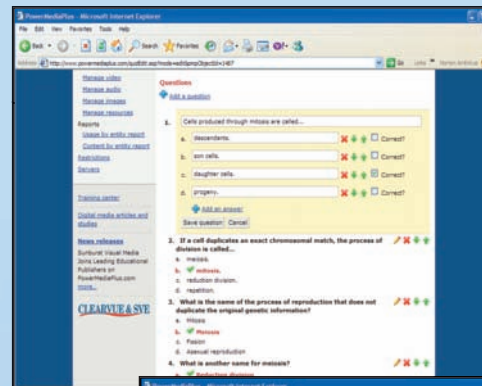
1. Choose "Assessments."
2. Type a keyword and click "Go."
3. Select a quiz or questions.

Editing/Copying a Quiz

1. Choose "Assessments."
2. Click the pencil icon, left of the quiz.
3. Make necessary changes; choose "Save."
4. To copy a quiz, choose "Assessments."
5. Select the quiz to be copied. Click the "Copy" icon at the top. Click "Save."

Deleting/Linking a Quiz

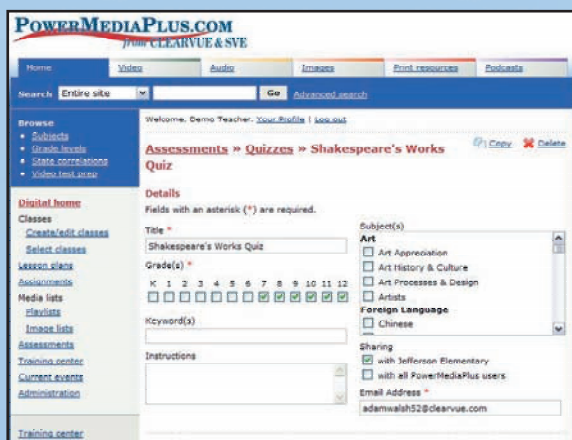
1. To delete quizzes, choose "Assessments."
2. Click the red "X" icon, left of the quiz to delete; select "OK" from the pop-up screen.
3. To link a quiz, select "Assessments."
4. Select a quiz title.
5. Pick a link from the "Add to" options.
6. Check the class(es), lesson plan(s) or assignment(s) to link to.
7. Click "Save."



Assigning an Interactive Quiz

1. Create a class.
2. Choose "Assessments" on your digital home page.
3. Click "Create."
4. Enter the fields marked with an asterisk (*).
5. Under "Sharing," check the entity your students reside in.
6. Click "Add question," and create questions with correct answers.
7. Click "Save."

NOTE: Students must have the ability to select classes in order to view and complete interactive quizzes.



CURRICULUM FEATURE RELATIONSHIPS

Lesson Plans <i>Can be added to:</i>	Classes		
Assignments <i>Can be added to:</i>	Classes	Lesson Plans	
Assessments <i>Can be added to:</i>	Classes	Lesson Plans	Assignments

MULTI-MEDIA ITEMS RELATIONSHIPS

Playlists <i>Can be added to:</i>	Classes	Lesson Plans	Assignments	
Image Lists <i>Can be added to:</i>	Classes	Lesson Plans	Assignments	
Podcasts <i>Can be added to:</i>	Classes	Lesson Plans	Assignments	
Video & Audio Files <i>Can be added to:</i>		Lesson Plans	Assignments	Playlists
Podcast Episodes <i>Can be added to:</i>		Lesson Plans	Assignments	Playlists
Resources <i>Can be added to:</i>		Lesson Plans	Assignments	